



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO

5320  
C 462G3

From: Commandant of the Marine Corps  
To: Marine Corps Representative/Officer in Charge of Marine Corps Personnel, U.S. Army Transportation School, Fort Eustis, Virginia 23604-5389  
Via: (1) Commanding General, U.S. Army Training and Doctrine Command, Fort Monroe, Virginia 23351  
(2) Commandant, U.S. Army Transportation School, Fort Eustis, Virginia 23604-5389  
(3) Assistant Commandant, U.S. Army Transportation School, Fort Eustis, Virginia 23604-5389  
(4) Assistant Commandant, U.S. Army Aviation Logistics School, Fort Eustis, Virginia 23604-5389  
Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389  
Ref: (a) MCO 1521.1C  
(b) USMC Table of Organization (T/O) Number 5060  
(c) MCO P5320.5E  
(d) MCO 1580.7C  
(e) U.S. Navy Regs. 1990  
(f) MCO P1610.7C  
(g) Manual for Courts Martial, United States, 1984  
(h) MCO 1700.23C  
(i) MCO P5800.8C  
(j) SECNAVINST 1650.1F  
(k) MCO 1650.19F  
(l) MCO P1020.34E  
(m) MCO 6100.3J  
(n) MCO 6100.10B w/CH 1  
(o) MCO 5040.6E  
(p) NAVMC 2771 (Formal Schools Catalog)

1. Purpose. Per reference (a), this LOI is intended to provide you with information and guidance relative to your duties as the Marine Corps Representative (MarCorRep)/Officer in Charge (OIC), U.S. Army Transportation School (USATS), Fort Eustis. Although not intended to be inclusive of every possible situation that may be encountered, this LOI serves as a basis for authority, as a source of information, and as policy guidance.

2. Cancellation. This LOI cancels all previous LOI's and amendments thereto issued to your Command.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

3. Background. The billet to which you are assigned was first established in 1952 as the Marine Corps Liaison Officer, Fort Eustis, VA. In 1973, the billet was changed to the Marine Corps Representative/Officer in Charge (MarCorRep/OIC), Marine Corps Personnel.

4. T/O Sponsorship. Reference (b) is the T/O for Marine Corps instructors/administrative personnel assigned to joint and other service schools. The Commanding General, Marine Corps Combat Development Command (CG MCCDC) has cognizant responsibilities for reference (b) and is therefore, the primary point of contact for requests for information and assistance. As your T/O sponsor, the CG MCCDC (C 462) should be informed of significant issues raised with other services, especially those which might have an impact on Marine Corps education or training policies. Requests for changes to the T/O should be addressed to the CG MCCDC (C 463) for validation, approval, and forwarding to the Commandant of the Marine Corps (CMC (MPC)).

5. Personnel. As their primary duty, Marine Corps personnel listed in reference (b) provide support to Marine students attending consolidated, collocated, and quota courses at Fort Eustis and other service locations. Instructor support for these courses is provided per references (c) and (d).

a. You are encouraged to conduct direct liaison with the CG MCCDC (C 462) and the CMC (MM) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets.

b. Marine Corps permanent personnel are carried on the rolls of the Marine Barracks, U.S. Naval Weapons Station, Yorktown, Virginia 23691, Reporting Unit Code (RUC) 53590, where all official personnel files are maintained.

6. Administrative and Logistics Support. Policy for support of interservice training is contained in reference (d).

a. The Marine Barracks, U.S. Naval Weapons Station, Yorktown, Virginia, provides administrative and logistics support peculiar to the Marine Corps and offers assistance in these areas when required by the MarCorRep.

b. A Memorandum of Understanding (MOU) should be developed to define the responsibilities of the U.S. Army and the Marine Corps. Submit new or proposed revisions to existing MOU's to the CG MCCDC (C 467J) for review and approval.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

c. As required, logistical support will be provided for Marine Corps permanent personnel and students through development of an Interservice Support Agreement (ISA) with the host command and/or facility. Submit proposed ISA's, DD Form 1144 Mar 92, to the CG MCCDC (C 467J) for review and approval. the current edition of the Defense Regional Interservice Support (DRIS) Regulation (DODI 400.19) provides general guidance for the preparation and submission of ISA's.

## 7. Status and Guidance

a. Marine Corps Representative. You are the designated representative of the CMC to the Commandant, USATS. Your principle responsibility is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station. You will be guided in all routine matters by existing Marine Corps regulations, policies and written agreements with garrison and school commands at your duty station. In nonroutine matters or those not covered by, or conflicting with, an existing regulation, policy, or agreement, you will make direct liaison by telephone, letter, or personal visit with the CG MCCDC (C 462) or the appropriate staff sections of Headquarters, United States Marine Corps (HQMC). Additionally, you serve as a special staff officer to Commandant, USATS, for Marine Corps matters. Your specific responsibilities include but are not limited to the following:

b. Officer in Charge (OIC), Marine Corps Personnel. In addition to your duties as the MarCorRep, you are also designated the OIC, Marine Corps Personnel, USATS, Fort Eustis. Your status and authority as OIC is set forth in reference (e). While the Marines provide direct support to subordinate commands and the Commandant, USATS and Fort Eustis, you are their OIC.

c. Instructional/Additional Duties. You may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishments of your primary mission. Such activities include all duties and collateral duties assigned by the Commandant or Assistant Commandant, USATS.

(1) Instructional duties will normally be in the Directorate of Instruction in the areas of Amphibious Operations, Naval Movement and Leadership.

(2) You will serve on any board or committee related to general professional capabilities as assigned by the Commandant or Assistant Commandant, USATS.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

d. Senior Officer Present. Chapter 9 of reference (e), contains broad guidance applicable to the senior Marine Corps officer present. It establishes the authority and responsibility of the senior Marine Corps officer, including making his identity known. It is your responsibility to remain apprised of the relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate to the provisions of reference (e).

e. Liaison Duties.

(1) As the MarCorRep, you will provide direct liaison between the USATS, U.S. Army Aviation Logistics School, the Applied Technology Laboratory, the Military Traffic Management Command Transportation Engineering Agency, and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits as requested, and advice or assistance concerning Marine Corps students. In order to provide accurate information on the latest Marine Corps policy, doctrine, and developments, you are authorized and encouraged to deal directly with CG MCCDC (C 462), Marine Corps Systems Command and the Expeditionary Warfare Training Groups.

(2) Although your billet is directed related to the U.S. Army, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or their service agencies located in your immediate area.

8. Administration. You will provide Marine Corps and local policy guidance, and administrative assistance to all Marine Corps personnel reporting to or visiting Fort Eustis. Such tasks may include for example, pay related matters or the establishment of alternate weight standards. You are guided by current Marine Corps regulations in the execution of these tasks:

a. Performance Evaluation

(1) As the MarCorRep/OIC, you will provide guidance to all reporting seniors and reviewing officers on the proper preparation of fitness reports. Additionally, you will review all completed reports for administrative correctness per paragraph 6009 of reference (f).

(2) Per reference (f), the reporting senior of Marines assigned duties as instructors, support personnel, or students will be the officer, or civilian GS-11 or above, immediately responsible for that Marine's performance regardless of branch of service. Paragraph



Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

6009 of reference (f) details special guidance for Marines serving external to the Marine Corps. Completed fitness reports will be forwarded to CMC (MMSB-32) per reference (h).

(3) Fitness reports where the MarCorRep/OIC is the reporting senior, will be forwarded to CG MCCDC (C 46) for review. The Commandant, USATS, Fort Eustis the reporting senior for the MarCorRep/OIC. The CG MCCDC (C 46) is the reviewing officer and will forward the completed fitness report to CMC (MMSB-32).

b. Orientation Briefings. You or your representative will brief all incoming Marine Corps students and permanent personnel to ensure proper orientation to the USATS. A current outline for this briefing will be maintained in your files.

c. Host Command Programs. In addition to complying with Marine Corps directives, the Detachment will participate in the host command's:

(1) Educational programs offered.

(2) Drug and alcohol abuse programs and comply with Marine Corps policy on substance abuse.

(3) Driver improvement program.

(4) Special Services program.

(5) Family Support Center program for all incoming married Marine personnel.

d. Legal. In determining the disposition of offenses and charges, you should consult Rules for Courts-Martial 306, 401, 402, and 403 of reference (g).

(1) As the MarCorRep/OIC, you may impose nonjudicial punishment under Article 15 of the Uniform Code of Military Justice. Appeals will be forwarded to the Commanding Officer (CO), Marine Barracks, Naval Weapons Station, Yorktown, Virginia.

(2) When punishment greater than that which you are authorized to impose is appropriate, the case may be forwarded to the CO, Marine Barracks, Naval Weapons Station, Yorktown, Virginia.

(3) Costs incident to trials by court-martial shall be absorbed by the convening authority.

SUBJ: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

(4) Separation authority for enlisted Marines attached to the Marine Barracks, Yorktown, is the CMC (MMSR).

(5) If any Marine attached to the Marine Barracks, Yorktown, requests mast concerning a Marine Corps matter, the Inspector General of the Marine Corps will designate a general officer to conduct request mast on a case by case basis per enclosure (1) of reference (h). If the request mast concerns matter under the control of the Commandant, USATS, Fort Eustis, it should be submitted to that command per Army procedures.

(6) In cases of officer misconduct, you should consult chapter 4 of reference (k).

e. Awards. As the MarCorRep/OIC, you are authorized to award Navy Achievement Medals (NAM) in accordance with paragraph 230.13 of reference (j). Recommendations for awards in excess of that authorized, or of a higher precedence, will be submitted via the chain of command. Reference (k) applies to the administrative and issue procedures for decorations, medals and awards.

f. School Quotas. Quotas for Marine Corps students to attend formal school courses are established on a fiscal year basis between the CG MCCDC (C 463FT) and the service school concerned at the Annual Structure Manning Decision Review (SMDR) conference.

(1) Waiver. You are not authorized to allocate quotas to any course of instruction. All requests for quotas, or waiver of prerequisites, or of any other related problems will be forwarded to the CG MCCDC (C 463FT) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct telephonic liaison with the CG MCCDC (C 463) is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons.

(1) Consolidated and Quota Courses. Monitor all courses of instruction in which Marines attend to ensure the Marines receive instruction appropriate to their occupational specialty and to Marine Corps doctrinal concepts, techniques, and methods of employment. Where necessary, coordinate with the U.S. Army at Fort Eustis for curriculum enhancements which best support specific Marine Corps needs and missions. Advise CG MCCDC (C 461) on significant curriculum issues which impact on the Marine Corps.

SUBJ: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

9. Standards.

a. You are charged with the responsibility for ensuring that professional and exemplary standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are directed to conduct periodic personnel inspections, per current Marine Corps directives, at such time as you deem necessary. Personal grooming standards are set forth in reference (l) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted per reference (m). Weight and military appearance standards are contained in reference (n). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to staying tough, lean, and fully combat ready. As a Marine Corps representative to a sister service activity, you must consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance, though few in number, will be conspicuous to the military personnel of the other services with whom you associate. You will, in fact, be the Marine Corps. Everything you do will reflect directly on the Marine Corps.

b. Marine Corps permanent personnel and students are bound by host service regulations regarding standards of conduct and dress, unless such standards conflict with Marine Corps regulations. In the case of host service regulations pertaining to Advance Individual Training students, the MarCorRep/OIC will insure the MOU specifically exempts Marine students from conduct and duties that are clearly intended for soldiers undergoing recruit training.

10. Inspector General's Inspection. Per reference (o), your command is on a biennial inspection schedule. The Inspector General of the Marine Corps conducts unannounced inspections.

12. Reports. The following information is required:

a. Schedule Changes. Submit any changes to the annual schedule of classes to the CG MCCDC (C 463FT) as they occur.

b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to CMC (MMSB) for insertion in official personnel files.

c. Formal Schools Catalog. Course descriptions are contained in reference (p). It is your responsibility to review and submit, to the CG MCCDC (C 463), recommended revisions to reference (p) as changes occur.

SUBJ: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/  
OFFICER IN CHARGE OF MARINE CORPS PERSONNEL, U.S. ARMY  
TRANSPORTATION SCHOOL, FORT EUSTIS, VIRGINIA 23604-5389

13. Changes. You will review this LOI annually and report to the CG MCCDC (C 462) on the currency and validity of its content. The report should be forwarded by the anniversary date of issue. Negative reports are required. Additionally, in order to maintain a current LOI, recommended or required changes shall be submitted as they occur.

C. E. WILHELM  
By direction

Copy to:  
CMC (JAM)  
CG MCCDC, Quantico, VA  
CG TRADOC  
Commandant, USATS